



Travel Policy

– Shetland Island Games Association

1. Background

- 1.1. Shetland Island Games Association (SIGA) is the organisation responsible for the planning and management of the Shetland Team at each successive NatWest International Island Games.
- 1.2. A major part of the Association's efforts is in planning the travel from Shetland to the Host Island, for the Team that often numbers over 100 individuals or more. There are many factors to consider, including the availability of air and sea travel links; and associated timetable and travel connections. The travel costs are met ultimately by Team Members' contributions alongside other fundraising or sponsorship, either by the Association or the sports involved.
- 1.3. Shetland is currently one of 24 Member Islands to compete at the Games. The Host Island will normally organise on-island travel and accommodation for visiting Teams, including airport pick-ups and drop offs. The Association will work with the Host Island Organising Committee (OC) to minimise the demand on their resources as hosts of the Games.
- 1.4. This policy sets out the Association's position on travel for the Team and the expectations on Team Members.

2. Travel assumptions

- 2.1. Unless otherwise agreed by a majority of the Association committee as part of the travel planning for any one Games, it is assumed that:
 - 2.1.1. The point of origin for travel planning will be from Shetland, as most Team Members will reside in Shetland.
 - 2.1.2. That the Team will travel together, on one route wherever possible, according to flight and ferry schedules, or charter options if appropriate.
 - 2.1.3. The initial journey from Shetland will be by ferry to Aberdeen, to avoid any travel delays or cancellations due to fog at Sumburgh airport in the summer months.
 - 2.1.4. All Team Members will arrive in good time to attend the Opening Ceremony in the Host Island, usually held on the Saturday evening, the day before the first day of competition.
 - 2.1.5. Most of the Team will arrive at least a day before the Opening Ceremony, which allows some time in case of travel delays and time to get to know locations on the Host Island. Depending on the location of the Host Island, arriving more than a day earlier may also help to adjust to any time and/or climate differences before competition begins.
 - 2.1.6. Anyone whose request to travel separately has been agreed (see 'individual travel' below) will be responsible for arranging and funding their own travel.
 - 2.1.7. The Association will put in place a group travel insurance policy for the majority of Team Members who are travelling together, to cover at least the usual elements of travel disruption, medical expenses and repatriation.

3. Individual travel

- 3.1. Anyone who wishes to travel separately from the majority of the team must submit their reasons in writing to their sports organisation for their sports representative to raise with the Association at the next available meeting. The Association Committee will make a final decision on all requests which will be recorded in the minutes of the relevant meeting.

- 3.2. As travel plans are made for the majority of the team well in advance, any such requests must be made at least **ten months** before the date of Opening Ceremony. This will allow travel and accommodation plans to be finalised for the reduced numbers.
- 3.3. For any Team Members whose personal circumstances change within this ten month period, they may still make a request to travel separately. If this request is agreed by the Committee, and the Association has already paid for travel options (either in full or part) their sports organisation will remain liable for those costs. These costs may be passed on to another Team Member if a replacement can be found, and if necessary, the substitution is also approved by the Host Island Organising Committee.
- 3.4. It is expected that all Team Members will travel and stay together as a group in the Host Island. Valid reasons for any Team Members to travel separately would normally include – family responsibilities, unavoidable work commitments, exams or graduations, weddings, reside overseas, or have a requirement to attend other major sports events around the time of the Games. This list is not exhaustive and other exceptional reasons may be considered by the Committee.
- 3.5. Seeking to travel separately for the entire journey to the Host Island on the grounds of cheaper cost alone would not be considered as a valid reason. The Association will also make efforts to find the best value travel and accommodation options for the majority of the Team, which will be discussed and agreed by the Committee.
- 3.6. For practical reasons, those Team Members who live elsewhere in Scotland or the British Isles and who wish to travel separately for part of journey, either meeting the Team en route to the Host Island or splitting from the Team on the return journey (e.g at Aberdeen harbour or airport) should also make a request to their sports organisation. So that this can be accounted for in the Association’s early travel planning, this should also be done at least **ten months** before the Opening Ceremony.
- 3.7. Any team members who do not wish to travel between Shetland and Aberdeen (in either direction) by ferry, but who will otherwise travel with the team for most of the journey should notify us at least **four months** ahead of the date of Opening Ceremony.
- 3.8. Individuals who do travel and stay separately from the Team should not assume the same level of support from the Host Island as those travelling in the larger group (eg. airport pick ups, medical support). They will also be responsible for the funding and planning of their own travel and accommodation, and any insurance cover that they may wish to put in place.

4. Transport of Sports Equipment

- 4.1. For each Games, the Association committee will have early discussions about the logistics of transporting sports equipment to the next Host Island. Bulky items such as golf bags, archery kit and cycles are likely to incur extra handling charges on scheduled flights. The Committee will consider various options including overland transport, where there is a feasible route with volunteer drivers available, or taking equipment on flights. Any costs will be determined as accurately as possible and the distribution of these costs among the team will be agreed in advance by the Committee.

5. Policy Amendments

- 5.1. This Travel Policy shall form part of the Operational Guidelines for the Association and may also be varied and amended at any quorate Committee meeting, by a simple majority vote of those present.

(Approved at Committee meeting – 29th November 2017)